

**HUMAN RESOURCE OFFICE
THE ADJUTANT GENERAL OF VIRGINIA
BUILDING 316, FORT PICKETT
BLACKSTONE, VA 23824-6316**

STATEWIDE ARMY AGR VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 02-10

POSITION TITLE: Human Resources Branch Chief

GRADES: CW4/MAJ

DMOS: 420A0, 42H, 43A

FEMALE ASSIGNMENT ELIGIBILITY: Yes

UNIT: JFHQ-VA - G1

Location: Fort Pickett, Blackstone, VA

OPENING DATE: 2 October 2009

CLOSING DATE: 3 November 2009

POC FOR ADDITIONAL INFORMATION: SFC Sharon Hagans at (434)298-6249/DSN 441-6249 or CW2 Sheryl Scott, (434) 298-6330/DSN 441-6330

BRIEF DESCRIPTION OF DUTIES AND RESPONSIBILITIES: This position serves as a senior position and is a key assistant to the G-1 and is an authority on the full range and variety of enlisted and officer personnel processing actions for the JFHQ-VA. Provides technical expertise, processes and acts on the full range and variety of Officer/Enlisted personnel matters for the Organization. These actions deal with but, are not limited to enlistment's, discharges, promotions, reductions, retentions, transfers, MOS award, AOC, assignments, Non-Commissioned Officer Evaluation Reports, suitability, Line of Duty investigations, conditional releases, etc. Reviews regulations, directives, and operating procedures established by AR/NGB/State. Ensures that data is reported and entered into SIDPERS. Must have good oral and written communication skills to communicate with senior officers. Responsible for Officer records relating to Perms Input. Coordinates with units to resolve problems involving Officer/Enlisted personnel. Performs other duties as assigned.

WHO MAY APPLY: Open to all AGR/Military Technician/Traditional soldiers in grades CW3/W3, CPT/03 or CW4/W4, MAJ/04 who are members of the Virginia Army National Guard. Must be qualified in 420A0,42H,43A.

NOTE:

Selection of MAJ/04 will be contingent upon availability of control grade.

JFHQ-VA-J1-M

SUBJECT: VaARNG AGR Vacancy Announcement Number 02-10

QUALIFICATIONS FOR ENTRY IN THE AGR PROGRAM:

MEMBERSHIP: When applying for an AGR position on full-time National Guard duty (FTNGD) under State control, must be a federally recognized ARNGUS soldier. Appointment, or enlistment, must be completed prior to reporting to an initial AGR entry point.

AGE: If an enlisted soldier, must be 18 years of age and not have reached his or her 55th birthday.

PHYSICAL AND MEDICAL: Must be medically certified as drug free, be tested negative for human immunodeficiency virus (HIV), per AR 40-501 and AR 600-110. Must meet the body composition standards prescribed in AR 600-9. Must meet the medical fitness standards for retention per AR 40-501, chapter 3.

MILITARY EDUCATION: If an enlisted soldier, must have completed initial entry training (IET)

YEARS OF SERVICE: Must be able to complete a 3-year initial tour of AD or FTNGD prior to completing 18 years of AS. The date of mandatory removal from an active status based on age, or service (without an extensions), under any provisions of law or regulation.

GRADE AND SPECIALTY: If a Staff Sergeant, or above, must possess the required grade and MOS level, authorized for the AGR duty position.

REENLISTMENT OR EXTENSION: If an enlisted soldier, must be eligible for reenlistment or extension per NGR 600-200 (ARNGUS).

ADMINISTRATIVE REQUIREMENT: Must sign an appropriate certificate of agreement and understanding relative to service on AGR status.

HOW TO APPLY: Interested applicants must submit the following documents:

1. Completed NGB Form 34-1 (**signed and dated**)
2. Provide copies of last **five consecutive** OERs.
3. **Certified** copy of DA Form 2-1. Certified means having the Personnel Services Branch (PSB), stamp or type that your DA Form 2-1 is a "True Copy" and a signature by PSB personnel **not older than 1 year**.
4. Copy of current physical (DD2807-1 and DD2808) completed within the last five years or a copy of the automated MEDPROS data sheet.
5. Photograph in Class A uniform (taken within the last 12 months). Official photo not required. **Photo must be dated.**
6. Documentation to support all periods of duty/service creditable for retirement. Any of the following may be used **DD Forms 214, DA Form 1506, or NGB Forms 23/23B.**
7. Any additional information the applicant may wish to submit for consideration i.e., DA Form 705, Height and Weight Statement, etc.

JFHQ-VA-J1-M

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SECURITY CLEARANCE: Position requires a "SECRET" security clearance. Must be able to obtain as a minimum, an "interim" clearance **prior to appointment** to the position. Soldiers with a prior revoked or denied clearance are not eligible for either an interim or a waiver and should not apply. If tentatively selected for a position and soldier cannot be granted an interim clearance prior to the appointment to the position, the offer for the position maybe revoked. Non USA citizens are not eligible for a security clearance per DOD 5200.2R.

QUALIFICATION REQUIREMENTS: Must meet all selection criteria IAW NGR 601-1, 600-200, 600-5, 600-10 and AR 135-18.

SPECIAL INFORMATION: Incomplete applications submitted for this vacancy announcement will not be considered. Applicants are responsible for maintaining current information on their application. Failure to provide current information may result in non-referral for consideration.

REMARKS: Submit applications to this HQ, ATTN: JFHQ-VA-J1-M, Building 316, Ft Pickett, Blackstone, Virginia 23824-6316, NLT close of business on the closing date of this announcement. Do not submit application packets in notebooks, folders, document protectors or with any other form of binding. **Faxed or scanned applications will not be accepted.**

A complete listing of all current Virginia National Guard AGR Employment Opportunity Announcements are available at <http://vko.va.ngb.army.mil/virginiaguard/> Click on Virginia National Guard and then click Job Vacancies.

FOR THE ADJUTANT GENERAL:

//SIGNED//
THOMAS L. MORGAN III
LTC, GS, VaARNG
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